



WASHINGTON STATE ARTS COMMISSION
GRANTS TO ORGANIZATIONS
PROJECT SUPPORT PROGRAM
APPLICATION GUIDELINES

FISCAL YEAR 2019 (JULY 1, 2018 – JUNE 30, 2019)

OVERVIEW

The preservation and development of the arts in Washington State are essential to the social, educational and economic growth of its citizens. Artists, works of art, arts groups, arts organizations, arts institutions and the recognition of unique and shared cultural traditions contribute to the quality of life and general welfare of the people of Washington State. They are therefore an appropriate matter of concern to the state's government.

The Washington State Arts Commission (ArtsWA), a state government agency established in 1961, funded by the State of Washington and the National Endowment for the Arts, seeks to expand arts participation in communities across Washington State. Through ArtsWA's Project Support Program, we provide funding and services to arts organizations, community service groups, and local or tribal governments so they may develop and deliver arts events that engage, enrich, unite, and strengthen local and statewide communities. Project Support grants support a diverse array of performances and exhibitions, educational, professional and economic development opportunities, workshops, and arts-engagement related services.

Additionally, through the Project Support Program, ArtsWA seeks to increase our specific and intentional efforts on inclusion, equity, and social justice by ensuring that funded activities are reflective of Washington's people, cultures, traditions, and art production as indicated in our Strategic Plan. Read our Strategic Plan [click here](#).

Small groups and organizations that are producing projects with an intentional focus on expanding arts participation by underserved communities and in under-resourced regions are encouraged to review the guidelines for [Snap Grants](#), a new ArtsWA pilot program.

ELIGIBILITY

The Project Support Program provides funding to nonprofit arts organizations, arts groups, community service groups, Local Arts Agencies, nonprofit organizations, and tribal governments that seek to produce arts programming for public audiences in Washington State. Funding level is determined by the organization's operating budget (see funding categories, page 2). The applicant organization's board-approved one-year budget showing annual cash income and excluding in-kind support (except for Level A applicants) will be used to determine funding level eligibility. All applicants must document a minimum one-year history of arts and/or relevant programming produced as an organization or group. Project Support grants require 1:1 matching funds by the applicant. Funded projects must be accessible to the public.

Nonprofit Arts Organizations

Nonprofit Arts Organizations with state nonprofit incorporation status and a current state nonprofit annual report filing are eligible to apply for a Project Support grant.

Non-Arts-Specific Organizations

A nonprofit organization or local governing body (city, county, district) that does not have a mission that includes the arts, but seeks funding for an arts project serving public audiences, may apply for a Project Support grant in funding Level A. These can include community service organizations, cultural associations, civic organizations, libraries, tribal governments, or local governments, regardless of their budget size.

Local Arts Agencies

A Local Arts Agency (LAA) may apply for a Project Support grant (in funding Level B). An LAA is a local nonprofit organization officially designated by a local government as an LAA or is a department of a municipal, county or tribal government whose purpose includes arts and culture (such as a Parks, Recreation, and Cultural Departments). LAAs provide service-based, participation-based, and/or advocacy-based activities within a defined geographic area and are non-discipline-specific. Applicants must provide documentation of official designation as an LAA established by ordinance or legislation, as an agency, department or unit of city, county, tribal, or state government.

For more information on Local Arts Agencies [click here](#).

Fiscally Sponsored Groups

Small arts groups (three or more persons) with a history of producing arts events together, but lack nonprofit status, may apply using a fiscal sponsor.

[What is Fiscal Sponsorship?](#)

For more information on using a Fiscal Sponsor for ArtsWA funding including Fiscal Sponsor responsibilities [click here](#).

Small groups and organizations that are producing projects with an intentional focus on expanding arts participation by underserved communities and in under-resourced regions are encouraged to review the guidelines for [Snap Grants](#), a new ArtsWA pilot program.

WHAT WE FUND AND DON'T FUND

For a comprehensive list of what we will and won't fund with Project Support grants [click here](#).

CONFLICT OF INTEREST and TRANSPARENCY

In the interest of transparency, we ask that applicants make us aware of any individuals who are involved with the implementation or oversight of their proposed project who also have an affiliation with the Washington State Arts Commission. Relevant roles with the proposed project include project managers, organization leadership and board, and primary artistic collaborators. Relevant roles with the Arts Commission include staff, commissioners (current or in the recruitment process), committee members, consultants, contractors, current grant panelists, or the immediate family members of individuals in these categories. Any known affiliations should be disclosed where requested in the online application form. These affiliations do not preclude applications from consideration by the panel.

[Read our full Conflict of Interest policy](#).

SUPPORT CATEGORIES, FUNDING LEVELS, PROJECT TIMELINES AND DEADLINES

LEVEL A

- Small arts organizations under \$200,000 annual budget OR organizations that are not arts specific
- Grant requests of \$1,000-\$2,500
- Projects must take place between July 1, 2018 and June 30, 2019
- Application deadline is **March 12, 2018, 5:00 PM**

LEVEL B

- Mid-sized arts organizations from \$200,000 to \$1 million annual budget OR Local Arts Agencies
- Grant requests of \$2,500-\$5,000
- Projects must take place between August 15, 2018 and June 30, 2019
- Application deadline is **April 23, 2018, 5:00 PM**

LEVEL C

- Large arts institutions over \$1 million annual budget
- Grant requests of \$5,000-\$8,000
- Projects must take place between August 15, 2018 and June 30, 2019
- Application deadline is **May 29, 2018, 5:00 PM**

EVALUATION PROCESS AND REVIEW CRITERIA

THE PROCESS

ArtsWA staff check that applications meet the eligibility conditions as described in the “Eligibility” section of these guidelines. Once the application pool is confirmed, applications are reviewed by panels composed of arts professionals from across Washington State, ArtsWA staff, and ArtsWA Commissioners. Applications are reviewed in detail and scored by each panelist individually. The panel meets as a group to review their scoring decisions. Each funding category is reviewed separately by separate panels. Applications are scored competitively and alongside other applications in the same category using the Review Criteria below.

ArtsWA seeks to distribute funds across Washington State. Grant allocation decisions are therefore made with consideration for achieving broad statewide geographic representation. Additionally, in 2016, the ArtsWA board of commissioners approved ArtsWA’s 2017-2021 Strategic Plan. The updated plan includes a crosscutting objective that helps guide equitable distribution of ArtsWA’s limited resources. Along with the Review Criteria, panelists are asked to consider the ArtsWA Strategic Plan’s Crosscutting Objective when rating applications.

ArtsWA STRATEGIC PLAN CROSSCUTTING OBJECTIVE

“Increase our specific and intentional efforts around social justice by ensuring that ArtsWA-funded activities and work are reflective of Washington’s diverse populations including cultural diversity, artistic disciplines, geographic locations, and underserved populations.”

THE REVIEW CRITERIA

While we understand that it is not always possible or appropriate for a project to meet every definition of each criterion, the strongest applications will demonstrate strengths in all of these five areas based on the definitions provided. 0-20 points will be awarded per criterion for a maximum of 100 points per application. For more information about the Review Criteria [click here](#).

Public Benefit (20 pts) that strengthens community through arts participation as defined by:

- Project proposal identifies and details creative, cultural, professional, and/or economic development
- Project proposal identifies and details strategic collaboration with community partners and stakeholders
- Project proposal identifies and details increased access, expansion and/or diversification of audience

Inclusion (20 pts) of underserved* populations:

**Washington Administrative Code definition: "Underserved" means populations whose opportunities to experience the arts are limited by geography, ethnicity, economics, or disability. In addition, for the purposes of these guidelines and review criteria, we include: cultural heritage, sexual orientation, age, military personnel (and their families), and veterans.*

- Project proposal identifies and details engagement of underserved populations as project leads, presenters, participants, or audience
- Project proposal identifies and details calculated geographic scope and demographic reach of project
- Project proposal identifies and details virtual/electronic outreach tools and how they result in real-world interactions and/or participation
- Project proposal identifies and details how outreach plan/tools use statistical data (census, school demographic data, local government data, etc.) to increase participation
- Project proposal identifies and details outreach to veterans, service members, and their families
- Project proposal identifies and details outreach to youth

- Project proposal identifies and details innovative approaches to increase access for persons with disabilities, as defined by the Americans with Disabilities Act
- Project proposal identifies and details organization's internal efforts to diversify staff and board
- Project proposal identifies and details successes and challenges (including financial constraints) in engaging underserved populations
- Project proposal identifies and details a community need that is being addressed by the project
- Project proposal identifies and details how community input and/or partnerships were used to identify need

Artistic excellence (20 pts):

- Project proposal identifies and details a mastery of skills, techniques and/or diverse approaches
- Project proposal identifies and details a professional approach to process and presentation
- Project proposal identifies and details communication of a unique vision or perspective

Evaluation (20 pts) as related to the sustainability, planning and growth of the applicant, project or community:

- Project proposal identifies and details method(s) to measure impact of the project on the applicant's local or target community
- Project proposal identifies and details method(s) to measure impact of the project on the applicant's organizational strategic goals, objectives and planning
- Project proposal identifies and details method(s) to measure successes and shortcomings of project participation and outcomes
- Project proposal identifies and details method(s) to measure the project's replication (if applicable) and/or program sustainability

Management (20 pts) of project:

- Project proposal includes a budget that leverages state funds with a diverse funding strategy (includes a 1:1 match – see grant policies)
- Project proposal includes an event list charting a minimum of a one-year history of producing arts and relevant programming
- Project proposal clearly articulates organization's current capacity to plan and produce their project including names and brief bios of experienced staff and key personnel

GRANT POLICIES, INFORMATION, AND APPLYING

- Payments for funded proposals will be made *after* the approved services have been provided and *after* appropriate documentation and invoice forms have been submitted. Grantees should refer to their grant contract for allowable expenses and documentation requirements.
- Every grant recipient must submit a **Final Report** at the end of the contract period; this is a contractual obligation. The Final Report includes a narrative self-evaluation, final budget and project data required by the National Endowment for the Arts. Failure to submit a Final Report by the stated deadline will result in a ten percent reduction in funding on a subsequent ArtsWA grant.
- Project Support grant contracts stipulate that funds will support specific allowable project expenses proposed in the Project Support application. Allowable expenses are outlined in the grant contract.
- The project event must be accessible to the public.
- Significant changes in the scope of work (the project), (e.g.: performance dates, venues, participants, etc.) must be communicated to the Program Manager.
- Grant funds may not be used for general organizational support.

- If the proposed project is cancelled, the grant will be cancelled.
- Project Support grants require matching funds provided by the applicant.
 - The project budget must reflect a commitment of matching funds from other sources (including the organization's own money) in an amount equal to or greater than the Project Support grant request amount (a 1:1 match).
 - Organizations, applying in Level A, with a published arts-specific mission and operating budgets under \$200,000 may use in-kind staff time as part of matching funds (may not exceed 70% of match).
 - Funding from other ArtsWA programs may not be used as matching funds and must be declared in the project budget.
- In-kind support (non-cash donations of labor, supplies, materials, etc.) can be included in the project budget to display the total resources for the project, but cannot be considered part of the matching funds except for Level A as mentioned above.
- Grant awards will not exceed fifty percent of the total expenses of a project. In most cases, an ArtsWA grant will constitute only a small portion of the cash requirements to complete a project.
- Those applying to ArtsWA's Snap Grants program may **not** additionally apply to the Project Support Program.
- We will make no exceptions regarding the application deadline.
- Applications must include all required elements and be submitted through the online system by the stated deadline time and date.
- When ready to apply go to our [website](#) and select your level to access that application.

These guidelines and the funding for Project Support grants are contingent on available state and federal funding. State and federal funding decisions usually are confirmed by June of each year.

ArtsWA complies with all local, state and federal laws and regulations concerning civil and human rights. For further information regarding our policies on Accessibility, Diversity, and Nondiscrimination, please see the accessibility page on our [website](#).

CONTACT US

Grants to Organizations Program Staff

Miguel Guillén, Program Manager: miguel.guillen@arts.wa.gov, 360-586-0424

Additional staff listings available on our [website](#).

ABOUT US

ArtsWA is the Washington State Arts Commission, a state government agency established in 1961. Read more about the Washington State Arts Commission on our [website](#).

Commission Board

ArtsWA is governed by a board composed of 19 governor-appointed citizens and four legislative members, appointed by their respective caucuses. For a list of current commissioners and their biographical information visit our [website](#).

The Washington State Arts Commission's Project Support Program is funded by the Washington State Legislature and the National Endowment for the Arts. These guidelines were published by the Washington State Arts Commission, January 2018. Every effort has been made to publish accurate and timely information.